

## Maryland Green Purchasing Committee Approved Specification – Electronic and IT Products

### **HOW TO USE THIS DOCUMENT:**

This document sets prohibitions and minimum requirements for all electronic and IT products procured by the State of Maryland with which Contractors are required to comply.

This document also includes additional environmentally desirable attributes that offered products are encouraged to meet or exceed, to the maximum extent practicable, whenever they are cost-competitive (using a total cost of ownership assessment) and meet form, function and utility requirements. Environmentally desirable practices are also included that Contractors are encouraged to follow.

### **PRODUCTS COVERED UNDER THIS SPECIFICATION:**

#### **Audio/Video Electronics**

- Home-Theater-in-a-Box Systems
- Soundbars
- MP3 speaker docks
- Audio Amplifiers
- AV receivers
- Shelf systems
- Blu-ray Disc players
- DVD players

#### **Computers and Displays**

- Laptops, Notebooks, Slates, Tablets, Thin Clients
- Workstations
- Integrated Desktop Computers
- Displays and Monitors

#### **Digital Media Players**

#### **Imaging Equipment**

- Copiers
- Digital Duplicator
- Multi-Function Devices
- Printers
- Professional Imaging Products
- Scanners

#### **Phones**

- Mobile Phones
- Voice over Internet Protocol (VoIP) Phones
- Corded and Cordless Telephones

#### **Signage Displays**

#### **Servers**

#### **Set-Top Boxes**

#### **Televisions**

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## Maryland Green Purchasing Committee Approved Specification – Electronic and IT Products

### 1. ENVIRONMENTALLY PREFERABLE PURCHASING: LEGISLATION, STATUTES, AND REGULATIONS

#### *For Procurement Officers and Agencies*

##### **Environmentally Preferable Purchasing** (COMAR: [21.11.07.09](#))

“All procurement agencies shall purchase environmentally preferable products and services unless purchasing environmentally preferable products and services would limit or supersede any requirements under any provision of law or result in the purchase of products and services that:

- (1) Do not perform adequately for the intended use;
- (2) Exclude adequate competition; or
- (3) Are not available at a reasonable price in a reasonable period of time.”

##### **Mercury and Products that Contain Mercury** (COMAR: [21.11.07.07](#))

“All procurement agencies shall give a preference under this regulation to procuring products and equipment that are mercury-free. If mercury-free products and equipment that meet the agency's product performance requirements are not commercially available, the procurement agency shall give preference under this regulation to products containing the least amount of mercury necessary to meet performance requirements.”

##### **EPEAT Purchase Requirement** (State Finance and Procurement Article [§14-414](#))

When purchasing an electronic product to be used by the State, a State unit shall purchase an electronic product that:

- (1) Is listed and rated Silver or Gold on the EPEAT Registry; or
- (2) Meets nationally recognized and consensus-based standards established by a comprehensive environmental rating system approved by the Department of Information Technology.

##### **Double Sided Printing - Conservation of Paper by Units of State Government** ([Executive Order 01.01.1991.20](#), *Effective Date*: June 25, 1991)

“To the greatest extent practicable, within State agencies, photocopied and printed reproductions of original multi-page documents should be made utilizing both sides of a sheet of paper...”

Whenever economically practical, the Secretary of General Services shall insure that procurement officials specify photocopy machines which have the capability to perform two-sided photocopying.”

##### **ENERGY STAR® Purchase Requirement** ([Executive Order 01.01.2001.02](#), *Effective date*: March 13, 2001)

Efficient Product Purchase Goal: “The State shall purchase Energy Star products when purchasing energy-using products, including computers, printers, copiers and other office equipment, or shall purchase products in the top 25% in energy efficiency for products where labels are not available.”

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### **Responsible Recycling of Electronic Products** (State Finance and Procurement Article [§14-415](#))

“When awarding a procurement contract for services to recycle electronic products, a State unit shall award the contract to a recycler of electronic products that:

- (1) Is R2 or e-Stewards certified; or
- (2) Meets nationally recognized and consensus-based guidelines, standards, and systems for recycling that are approved by the Department of the Environment in consultation with the Department of General Services.

### *For Contractors, Bidders, and Offerors*

#### **Verifying Environmental Claims** (State Finance and Procurement Article [§14-410\(g\)](#))

“A bidder or offeror for a procurement contract shall certify in writing that any claims of environmental attributes made relating to a product or service are consistent with the Federal Trade Commission’s Guidelines for the Use of Environmental Marketing Terms.”

#### **Limitations on Hazardous Substances** (Environment Article [§§6-1201-1202.1](#))

“A person may not manufacture, process, sell, or distribute in the State a new product or flame-retardant part of a new product that contains more than one-tenth of 1% of pentaBDE (pentabrominated diphenyl ether) or octaBDE (octabrominated diphenyl) by mass.”

“A person may not manufacture, lease, sell, or distribute for sale or lease in the State electrical or electronic equipment that contain more than one-tenth of 1% of decaBDE (decabrominated diphenyl ether) by mass.”

## 2. PROHIBITED PRODUCTS

- Pursuant to Environment Article §6-1201:§6-1204, products containing more than one-tenth of 1% of pentaBDE, octaBDE, or decaBDE by mass are prohibited.
- Pursuant to COMAR: 21.11.07.07, products that contain mercury are prohibited, unless there are no commercially available mercury-free products for a specific application. In such cases, the Contractor must offer products containing the least amount of mercury necessary to meet performance requirements.

The Contractor must clearly label in its bid all products that contain mercury.

- Pursuant to State Finance and Procurement Article §14-414 and Executive Order 01.01.2001.02, electronic and IT products as defined in this specification (excluding servers) that are not EPEAT-Registered Silver or Gold or are not ENERGY STAR-certified are prohibited.
- Pursuant to Environment Article §9-1902, the Vendor is prohibited from offering or using packaging or packaging components (e.g. inks, dyes, pigments, adhesives, stabilizers, and additives) with lead, cadmium, mercury or hexavalent chromium at concentration levels exceeding 100 parts per million by weight or 0.01%.

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### 3. MINIMUM REQUIREMENTS

#### A. Product Requirements

- Pursuant to State Finance and Procurement Article §14–414, the Contractor must provide EPEAT-Registered Silver or Gold products for the following categories: Computers and Displays, Imaging Equipment, Mobile Phones, Servers, and TVs. Products in these categories must be rated EPEAT Silver or Gold at the time of bid submission and at the time of award.
  - The EPEAT Registry can be accessed at: <https://epeat.net/>.
- The Contractor must only provide servers that, at the time of bid submission and at the time of award, are EPEAT-Registered Bronze or higher.
  - The EPEAT Registry can be accessed at: <https://epeat.net/>.
- If a product category is not covered by the EPEAT Registry, then the Contractor must provide a product that is ENERGY STAR-certified, pursuant to Executive Order 01.01.2001.02. These products must be certified by ENERGY STAR at the time of bid submission and at the time of award.
  - The ENERGY STAR® Program certification list can be accessed at: <https://www.energystar.gov/products/electronics>.
- Pursuant to and in support of Executive Order 01.01.1991.20, the Contractor must ensure any imaging equipment is configured by default to duplex printing, when available.
- In support of the State's recycled paper purchase requirements per COMAR 21.11.07.03, the Contractor must verify that their imaging equipment work reliably with copy paper containing 30-100% recycled content.

#### B. Shipping/Transport Requirements

- The Contractor must comply with the limitations on idling as set forth in Transportation Article §22-402(c).

### 4. ADDITIONAL ENVIRONMENTALLY DESIRABLE ATTRIBUTES

#### A. Energy Use Settings

- The Contractor is encouraged to configure imaging equipment by default to automatically enter low-power sleep or standby modes when inactive.

#### B. Packaging Recommendations

- Where the Contractor uses packaging in addition to manufacturer packaging, the Contractor is

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encouraged to select packaging that minimizes or eliminates the use of disposable containers and/or incorporates recycled content, and is easily recyclable through the State’s contracted recycling programs. The Contractor shall avoid the use of polystyrene foam packaging (e.g., peanuts) and other difficult-to-recycle packaging materials. Where appropriate, Contractor packaging using reusable crates or reusable pallets is preferred over boxed packaging.

- For corrugated cardboard packaging (also known as containerboard packaging), the Contractor is encouraged to use versions that contain a minimum of 25% by weight of post-consumer materials, which is the minimum post-consumer content level for packaging specified by the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines.

### C. Shipping/Transport Recommendations

- To promote fuel efficiency and reduce greenhouse gases and air pollution, the Contractor is encouraged to use a SmartWay Transport/Carrier Partner for the shipment or transport of products.

A list of SmartWay Transport partners can be found here:

<https://www.epa.gov/smartway/smartway-partner-list>

### D. End-of-Life Management

- When rental or leasing models are utilized, the Contractor is encouraged to use e-waste recyclers that are **e-Stewards** (<http://e-stewards.org/>) or **R2**-certified (<https://sustainableelectronics.org/recyclers>) for the end-of-life management of their products. Upon request, the vendor shall share their end-of-life management plan with the Green Purchasing Committee.

## 5. ENVIRONMENTALLY PREFERABLE PURCHASING LANGUAGE

**Instruction to Procurement Officers: Please include the following language to your solicitation if it does not already exist.**

### A. On Environmentally Preferable Purchasing:

**The State of Maryland is committed to purchasing environmentally preferable products and services (EPPs).** Maryland’s State Finance & Procurement Article §14-410 defines environmentally preferable purchasing as “the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose.”

Accordingly, Contractors are strongly encouraged to offer EPPs to fulfill this contract, to the greatest extent practicable.

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### B. On Maryland's Green Purchasing Reporting Requirements:

**The State of Maryland requires the Contractor to submit at a minimum quarterly sales data over the life of this contract per a schedule established and deemed reasonable by both parties, or by request by the Department of General Services.** This information must include details about the recycled content, third-party sustainability certifications such as EPEAT, ENERGY STAR, and TCO, and other environmental attributes of products and services sold on this price agreement per the contract specifications. The Contractor shall notify the State if a product contains mercury.

To facilitate consistent reporting on this contract, the Contractor will be provided with a VENDOR GREEN SALES REPORT template from the Green Purchasing Committee (GPC), the Office of State Procurement (OSP) or the Department of General Services (DGS).

### C. On Environmental Claims

**All environmental benefit claims made by the Contractor concerning products or services offered on this contract must be consistent with the [Federal Trade Commission's Guidelines for the Use of Environmental Marketing Claims](#).**

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### Appendix – Definitions

**Brominated flame retardants:** Persistent and bioaccumulating chemicals such as polybrominated diphenyl ethers (PBDEs) that are added to computers, office electronics, plastics, and polymer resins to reduce the risk of fire; see also polybrominated diphenyl ethers (PBDEs).

**Duplex Printing:** Feature that allows for automatic double-sided printing.

**End-of-life management:** Process by which products are disposed of after their term of useful service expires.

**Energy efficient:** Product that performs more work per unit of energy as compared to all similar products.

**ENERGY STAR:** A joint program of the U.S. Department of Energy and the U.S. Environmental Protection Agency certifies and lists relatively energy-efficient products in several categories such as light fixtures, LEDs, appliances, and office equipment.

**Environmentally preferable:** Products and services that have a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose.

**EPEAT (Electronic Products Environmental Assessment Tool):** An independent program that certifies “green” electronic equipment such as servers, computers, monitors, laptops, tablets, imaging equipment, TVs, and cell phones. EPEAT-registered products meet certain required and optional criteria that addresses the full product lifecycle, from design and production to energy use and recycling. There are three levels of registered products: Bronze, Silver, and Gold.

**E-Stewards:** A nonprofit, third-party certification program which verifies that recyclers of electronic equipment adhere to the highest standard of environmental responsibility and worker protection.

**Hazardous substance:** 1) Material posing a threat to human health and/or the environment, that can be toxic, corrosive, ignitable, explosive, or chemically reactive; 2) substance that must be reported to the EPA if released into the environment.

**R2:** Certification program established by Sustainable Electronics Recycling International (SERI) which verifies that recyclers of electronic equipment adhere to the highest standard of environmental responsibility and worker protection.

**SmartWay:** Program established by the U.S. EPA to help improve fuel efficiencies and sustainability in freight transportation.